

# Vacancy Announcement



American Embassy, Ankara

SUBJECT: **Vacancy Announcement**

NUMBER: **VA-2016/07A**

DATE: **April 29, 2016**

**THOSE INDIVIDUALS WHO HAVE PREVIOUSLY APPLIED FOR THE LEAD MAINTENANCE TECHNICIAN (ELECTRICAL) (REF 2016/07) NEED NOT RE-APPLY AS PREVIOUSLY SUBMITTED APPLICATIONS WILL REMAIN VALID UNTIL THIS RECRUITMENT IS FINALIZED.**

**OPEN TO:** All Interested Candidates

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

With reference to the Vacancy Announcement No.VA-2016/07, Lead Maintenance Technician (Electrical) position is re-announced with the following changes in *italic and underlined*.

**POSITION:** Lead Maintenance Technician (Electrical)

**OPENING DATE FOR APPLICATIONS:** Opening of business on *April 29, 2016*

**CLOSING DATE FOR APPLICATIONS:** Close of business on *May 13, 2016*

**WORK HOURS:** Full-Time, 40 hours/week

**SALARY:** Ordinarily Resident (OR) Training Level FSN-5 TL 41,545- Full Performance Level FSN-6 TL 47,871 p.a. (**The salary is gross, deductions are made for the employee share for social security coverage and optional supplemental health benefits and tax is levied on any cash payment made by employer, including bonuses and allowances**).

Not-Ordinarily Resident (NOR): Training Level: FP-9, Full Performance Level: FP-8  
Final grade/step for NORs will be determined by Washington.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Ankara is seeking an individual for the Lead Maintenance Technician (Electrical) position to work in the Facilities Maintenance Office of the Embassy.

## **BASIC FUNCTION OF POSITION:**

The incumbent must direct and oversee the maintenance and repair work performed by approximately 7 skilled and semi-skilled laborers in the electrical field. The incumbent assists the Maintenance Supervisor in the operation, maintenance and repair for generators, fire alarm system, barrier systems and other work related to the electrical field including installation work on the inside wiring system of a building; oversees all work within his trades and visit job sites as necessary.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact HR Office at 457-7503.

## **QUALIFICATIONS REQUIRED**

**Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

A. Following are the **MINIMUM** qualifications for the **FSN-6/FP-8 FULL PERFORMANCE** level:

1. Education: High school diploma and technical school training in one or more of the pertinent trades is required.
2. Work Experience: Minimum FOUR YEARS experience at the journeyman level plus ONE YEAR previous supervisory experience and as Master Level tradesman is required.
3. Language: Level III (Good Working Knowledge) Speaking/Reading/Writing English and Level IV (Fluent) Speaking/Reading/Writing Turkish are required. Language proficiency will be tested.
4. Other Skills: Incumbent must be able to work independently and also direct the work of others; must have knowledge in detecting maintenance and repair needs; s/he must maintain pleasant relationship with occupants of embassy offices and residences; must have extensive knowledge of all maintenance matters; must be particularly knowledgeable in HVAC, plumbing, electrical systems, and carpentry requirements (as applicable) associated with medium sized compounds; must be familiar working with local vendors; must have knowledge of e-mailing and computer programs (MS Office). The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish Holidays.
5. The incumbent must have a valid driver's license a copy of which must be attached to the application form.

B. Following are the **MINIMUM** qualifications for the **FSN-5/FP-9 TRAINEE** level:

1. Education: High school diploma and technical school training in one or more of the pertinent trades is required.
2. Work Experience: Minimum THREE YEARS experience at the journeyman level is required.
3. Language: Level III (Good Working Knowledge) Speaking/Reading/Writing English and Level IV (Fluent) Speaking/Reading/Writing Turkish are required. Language proficiency will be tested.
4. Other Skills: Incumbent must be able to work independently and also direct the work of others; must have knowledge in detecting maintenance and repair needs; s/he must maintain pleasant relationship with occupants of embassy offices and residences; must have extensive knowledge of all maintenance matters; must be particularly knowledgeable in HVAC, plumbing, electrical systems, and carpentry requirements (as applicable) associated with medium sized compounds; must be familiar working with local vendors; must have knowledge of e-mailing and computer programs (MS Office). The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish Holidays.

5. The incumbent must have a valid driver's license a copy of which must be attached to the application form. Driving skills will be tested.

### **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address in their applications all of the above required qualifications.

### **HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident (OR) employees with an Overall Summary Rating that is below 100 on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed not-ordinarily resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Military Service (for male applicants): Completion of compulsory military service is required.

### **HOW TO APPLY**

Interested candidates for this position must submit the following for consideration of the application. Failure to do so may result in a determination that the applicant is not qualified:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member ([DS-174](#)) that can be downloaded from [http://turkey.usembassy.gov/job\\_opportunities.html](http://turkey.usembassy.gov/job_opportunities.html); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Any other documentation (e.g. copies of elementary school diploma, ID card, military discharge, residence permit, document, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a**

**U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).**

**The vacancy announcement published on the U.S. Embassy website supersedes all other announcements. Please note that the Human Resources Office no longer accepts applications delivered to the U.S. Embassy in person. All applications must be submitted via e-mail, fax or, mail, applicants should receive a confirmation e-mail which states that the application is received by the Human Resources Office. Applicants should contact Recruitment Assistant (see the contact information below), if they do not receive an auto reply confirming receipt of their application.**

**E-MAIL, FAX OR MAIL APPLICATION TO:**

Human Resources Office  
Attention: Recruitment Assistant  
American Embassy, Ankara, Turkey  
Telephone: (0090) (312) 457-7503  
Fax: (0090) (312) 457-7322  
E-mail: [hrankara@state.gov](mailto:hrankara@state.gov)

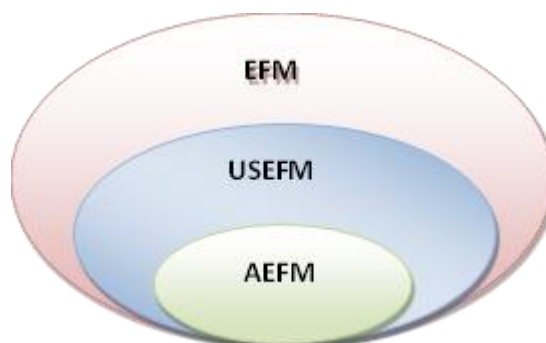
**Please note: Short listing and interviews are normally completed within six weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within six weeks of the closing date.**

**CLOSING DATE FOR THIS POSITION: CLOSE OF BUSINESS ON MAY 13, 2016**

The U.S. Mission in Turkey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Appendix A  
DEFINITIONS**



1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
  - Is a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
  - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
  - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR):** An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR):** A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References